

## **POLICY #6512 MANAGEMENT OF UNUSED PROPERTIES**

---

Property that is not currently required for school district purposes is to be effectively managed so that both short and long term advantages to the school district are optimized.

### **Short Term Management of Unused Properties (Less than 10 years)**

Property that is being held for future school district needs may be leased or licensed for use for any term less than 10 years, including the cumulative total of all options and rights to extend or renew, in accordance with regulations attendant to this policy; providing, however, that such use is not inappropriate for the use of property owned by a public body such as the school district.

### **Long Term Management of Unused Properties (Sale or Lease for more than 10 years)**

Property that has been determined to be surplus to the current needs of the district and possible alternative community use(s), may be maintained, sold or leased in accordance with regulations and, where facilities are involved, [Policy #6802 – Alternate Use of Surplus School Space](#). Where appropriate, surplus properties may be exchanged for properties of equal value in locations where future property needs are anticipated.

When a long-term lease, sale or exchange of a property is proposed the board is to be provided with a full report on the rationale for the proposal. The board will consult with the public, including community agencies and organizations who might be interested in using the property for alternative community use(s), and afford them an adequate opportunity to provide input, or submit proposals, prior to a final decision. The public consultation process shall include consideration of future enrolment growth in the district including the pre-school, school age and adult population.

All such transactions will be subject to the final approval of the board and, where required, the Ministry of Education.

[Regulation #6512.1 – Management of Unused Properties](#) sets out procedures and statements to implement this policy. Reference is also made to Disposal of Lands or Improvements Ministerial Order M193/08 prepared under the provisions of sections 96(3) and 168(2)(t) of the School Act.

*Revised: 2009-06-25*  
*Approved: 1986-02-27*